

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 4/7/2015	(3) CONTACT/PHONE Jim Bergman, Director Planning and Building\805-781-5708 and Tami Douglas-Schatz, Director Human Resources\805 781-5959	
(4) SUBJECT Submittal of a resolution approving the new classification and establishing the salary range of Deputy Director and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by adding 2.00 FTE Deputy Director and deleting 1.00 FTE Assistant Director and 1.00 FTE Division Manager. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution approving the new classification and establishing the salary range of Deputy Director and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by adding 2.00 FTE Deputy Directors and deleting 1.00 FTE Assistant Director and 1.00 FTE Division Manager.			
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT No impact due to salary savings	(8) ANNUAL FINANCIAL IMPACT \$10,319	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jim Bergman, Director Planning and Building and
Tami Douglas-Schatz, Director Human Resources

DATE: 4/7/2015

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Deputy Director and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by adding 2.00 FTE Deputy Director and deleting 1.00 FTE Assistant Director and 1.00 FTE Division Manager. All Districts.

RECOMMENDATION

It is recommended that your Board approve a resolution approving the new classification and establishing the salary range of Deputy Director and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by adding 2.00 FTE Deputy Directors and deleting 1.00 FTE Assistant Director and 1.00 FTE Division Manager.

DISCUSSION

The Planning and Building department has been working to focus improvement and efficiency efforts on two organizational missions – “Permitting” and “Policy and Programs.” To date the department has implemented the following reorganization efforts:

- Permitting now includes all functions of the Current Planning, Environmental Review, and Building divisions. Grouping these functions reduces silo thinking and places an emphasis on moving projects efficiently and effectively through the entitlement and building permit process.
- Policy and Programs is now a combination of Long Range Planning, Housing and Economic Development, Energy Programs, and Water Policy. These programs share a common mission to assist in the creation of achievable policies, develop effective programs, and whenever possible, acquire outside funds to create improvements in the communities we serve.

The current vacancy of the Assistant Director position gives the department an opportunity to assess its current structure and consider changes that will strengthen department efficiency efforts. It is requested that the PAL for Fund Center 142 - Planning and Building Department be changed to delete the Assistant Director position and one Division Manager position, and add two Deputy Director positions. Dividing the duties between two Deputy Directors serves to distribute expertise and experience needs in two broad department functions rather than requiring an in-depth knowledge over the entire department's operation. The ideal candidate for Deputy Director responsible for “Permitting” would have extensive experience in both planning and building functions, while the Deputy Director for “Policy and Programs” requires competency in long range planning, policy analysis, budgets, and obtaining and administering grants.

The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on April 1, 2015. The salary range was established by the Human Resource Department. The County Administrative Office has reviewed this request and agrees with the recommendations.

FINANCIAL CONSIDERATIONS

The annual fiscal impact is a maximum of \$10,319 as shown in the table below. There is no fiscal impact for FY 2014-15 due to salary savings of vacant positions.

Classification	Position	Annual Salary	Annual Benefits	Total	FTE	Total Change
ADD	Deputy Director	\$117,021	\$65,888	\$182,909	2.0	+\$365,818
DELETE	Assistant Director	\$125,050	\$69,418	\$194,468	1.0	-\$194,468
DELETE	Division Manager	\$101,712	\$59,319	\$161,031	1.0	-\$161,031
NET					0.0	+\$10,319

RESULTS

This action will allow the Department to proceed with recruitment of 2.00 FTE Deputy Directors to oversee "Permitting" and "Policy and Programs." Recruitments to fill these new positions are expected to begin April 2015 with candidates being selected in May 2015.

Implementation of this proposal is projected to result in the following:

- Create an organizational structure that will maximize improvements related to permit processing and policy and programs.
- Reduce organizational and cultural silos between the planning and building divisions.
- Assist the department in reestablishing an active role in infrastructure planning, funding, and development.
- Better positions the department to compete for funds for physical improvements in our communities.
- Provides support of the County's goal of a livable, prosperous and well governed community.

ATTACHMENTS

Attachment 1: Deputy Director Classification Specification

Attachment 2: PAL and Salary Resolution